



Army Management Staff College  
5500 21<sup>st</sup> Street, Fort Belvoir, Virginia 22060

## 2010 Excellence in Education Award

### Organizational Information

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State ZIP Code*

Point of Contact: \_\_\_\_\_

Office Phone: (     ) \_\_\_\_\_ Alternate Phone: (     ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Major Command: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_

Percentage of Civilian  
Employees: \_\_\_\_\_

Give a Brief Description of Your Organization's Mission:

Award should be issued to  
(PRINT NAME) \_\_\_\_\_

Commander's Signature  
(PRINT AND SIGN) \_\_\_\_\_

**NOTE:** By signing and submitting this application, the organization allows AMSC to use the information in the application packet to share best practices. The three winning organizations agree to share their best practices during the AMSC Symposium breakout sessions.

## **2010 Excellence in Education Award Application Guidelines**

This award was created to recognize those organizations that consist of at least 25% Army civilian employees, value the importance of an educated workforce and create opportunities for success for all of its members.

The criteria are designed to dispel the notion that education is a single event or class and to promote a philosophy that education is a lifelong pursuit that can be influenced and enhanced by the institution or organization.

The criteria are also built on the premise that senior leaders in every organization are the foundation that creates an agile workforce and holds the organizational family together in harmony. They serve as role models to those they lead, and they empower the workforce through their own application and example of ethical behavior, mentorship, knowledge management, planning, work performance, fair performance reviews, appropriate recognition, developing strong leaders for the future, and lifelong learning.

Submission for this award will allow you to analyze your organizational processes and promote an environment of lifelong learning. The size of your organization is not relevant, but rather the procedures and standards that you have established and consistently maintain are vital to your success.

If you use your resources wisely and ensure that your organizational family is educated, informed, resourced, mentored, and involved, you will be successful in your goal to support the Soldier in the field.

The following core values reflect success and are considered as the basis for success in each of the five award criteria sections:

- Lifelong Learning
- Visionary Leadership
- Planning for the Future
- Organizational Family
- Value of People
- Innovation
- Mentorship
- Workforce Diversity
- Workforce Development Processes
- Social Responsibility

We believe that these values and concepts should reflect the beliefs and actions of the organizational family and will create an environment of success for the organization and its members.

## **I. Eligibility**

1. Any Army Organization that has at least 25 percent of its employee base belonging to the Army Civilian Corps.
2. Participants must be able to show documentation to support their submission.
3. First place winners are asked not to reapply for 2 award years.

## **II. Award**

1. The three winning organizations will send at least one Senior Leader to the 2010 AMSC Leadership Symposium to receive their award.

## **III. Entries**

1. The deadline for submitting entries is 30 January 2011. Late submissions will not be considered.
2. Each organization may submit only one entry. Subordinate organizations may submit their own entry or combined with their parent organization.....but not both.
3. The winners will be notified NLT two weeks before the symposium so they will have time to prepare travel orders and funding for their Senior Leader representative to attend the annual AMSC Leadership Symposium; this year's date is to be determined.

## **IV. Guidelines**

### **1. Format**

Entrants will use the following format guidelines

- a. No more than thirty-five 8 1/2 x 11 inch pages.
- b. Double-spaced.
- c. Times New Roman 12 pt.
- d. Microsoft Word document.

## **2. Submitting Your Application**

Each organization will submit one electronic copy (using Microsoft Word) and eight (8) paper copy duplicates of their submission before the deadline. Copies must be submitted through the agency's next higher command (unless the agency is an Army Command [ACOM]) to [eieaward@conus.army.mil](mailto:eieaward@conus.army.mil) for electronic copy and paper copies to

Army Management Staff College  
EIE Award  
5500 21<sup>st</sup> Street  
Fort Belvoir, Virginia 22060

Submissions must be made through the next higher command unless the submitting agency is an ACOM (Army Command).

## **3. The Award**

Names will appear on the award as they appear on the entry form. Type and spell out all names to avoid mistakes. Do not use acronyms.

Trophy/Plaque should be issued to\_\_\_\_\_

Commander's Signature\_\_\_\_\_

## **4. Judging**

a. Applications will be logged in upon receipt.

b. The Qualification Board will review each packet to identify those organizations that strongly demonstrate the award criteria. The Qualification Board consists of educators, Human Resource experts, and subject matter experts who have interest and knowledge of education and lifelong learning.

c. Applicants found to show significant maturity against the criteria will receive a more in-depth evaluation from the Panel of Judges.

d. Each applicant forwarded to the Panel of Judges will receive a review from each judge and a consensus review and discussion. The Panel of Judges will then calibrate their scores to determine the highest scoring applicants.

e. The Panel of Judges will then compare the highest scoring applicants to determine the winners.